

South Jordan City

Job Description

Title: Engineering Permit Technician
Org: 100410
Pay Grade: 12

Effective Date: 2/1/16
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of technical duties for the review and issuance of permits within the department involved in enforcing compliance with municipal code regulations and ordinances.

SUPERVISOR

Assistant City Engineer

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Accept and review permit submittals for completeness and accuracy, log into data program, tract permit process, distribute to appropriate reviewing personnel, and communicate with applicant on the permit process.

Review topographic drawings in order to determine grades, slopes, and drainage of a plan.

Examine plans; calculate fees, issue engineering permits.

Report progress of the permits to appropriate personnel as required.

Answer counter and phone questions regarding permit documents, process, fees, expected time frame of process, and document complaints to be investigated.

Maintain files and reports regarding plan check activities and findings.

Interact with public, contractors, developers, and interoffice personnel to ensure proper permit flow and tracking.

Review engineering drawings to verify compliance with local and state codes.

Assist with the enforcement of City codes, ordinances, and standards.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D., supplemented by college level courses or equivalent vocational/technical institutional coursework in mathematics, engineering.

AND

B. Two (2) years of related experience

2. Special Qualifications:

Valid Utah Class D Drivers License
AutoCAD software experience preferred

3. Knowledge, Skills and Abilities:

Ability to work and relate well with supervisors, co-workers and the general public under varying circumstances.

Ability to utilize computers in engineering applications, present reports in written and oral form, and communicate effectively with co-workers, public and contractors.

Ability to operate a personal computer and Microsoft Office software.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Periodic travel may be required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Technical
Location:	Engineering	EEOP Class:	Technical
Group/BU:	General Pay Plan	Tech-Net Match:	485 & 315